



Flathead Conservation District
133 Interstate Lane, Kalispell, MT 59901
Phone: 406-752-4220 Fax: 406-752-4077
Web site: www.flatheadcd.org

CALL TO ORDER & ATTENDANCE: Chairman Ronald Buentemeier called the meeting to order at 7:00 P.M. in the conference room.

Board members present: Ronald Buentemeier, Chairman; Pete Woll, Vice Chairman; Camisha Sawtelle, Secretary/Treasurer; Dean Sirucek, Supervisor; John Ellis, Supervisor; Mark Siderius, Supervisor; Verdell Jackson, Supervisor being a quorum of the Board.

Board member not in attendance: Mark Siderius, Supervisor. Absence is excused.

Also in attendance were: Lori Curtis, Associate Supervisor; Ginger Kauffman, FCD staff; Sarah Bowman, Big Sky Watershed Corps & FCD; Don Murray, representing Jay Winslow; Kima Caddell, MT Dept. of Ag.; Laura Katzman, Flathead Land Trust; Tom Esch, representing Landmark Lane Road Use Association.

MINUTES: Camisha Sawtelle made a motion “to approve the minutes of the February 8, 2016, 310-stream permit meeting as presented.” John Ellis seconded. Motion carried unanimously.

CORRESPONDENCE:

1. Email from Jeff Tiberi, Montana Association of Conservation Districts (MACD), regarding bison relocation policy and comments.
 2. Letter dated 2/10/2016 from MACD and Soil & Water Conservation Districts of Montana (SWCDM) regarding the history and work of the organizations.
 3. The February 17, 2016, issue of “The Montana Conservationist”
 4. Email from Ann McCauley, MACD regarding open enrollment for 2016 irrigation water management sign-up.
 5. Notice regarding Montana Association of Conservation Districts Employees Organization (MACDEO) conference call on 3/2/2016
 6. MT Farmers Union Water forum, February 18, 2016, Montana Electric Coop, Great Falls. Contact Cascade CD 406-727-3603, Ext. 125.
 7. Lewis & Clark CD winter 2015/2016 newsletter “The Explorer”
 8. Environmental Protection Agency (EPA) Non-Point Source (NPS) 2016 Call for Abstracts by March 4, 2016. Contact Liz Hiatt, Tetra Tech (EPA Contractor) 703-385-1684.
 9. Email from Karl Christians, Department of Natural Resources (DNRC), regarding updates to publication “310 Stream Management Guide”, and a request for comments or suggestions for updates. Contact Karl Christians 406-444-3022.
 10. Flathead Lakers February 2016 newsletter “River 2 Lake News”
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11. Notice – DNRC is accepting applications for the Renewable Grant & Loan Program until May 15, 2016.
12. Notice from City of Polson: Finding of No Significant Impact and Notice to Public of Release of Funds. Written comments regarding Block Grant for City of Polson Wastewater Treatment System Improvements are to be submitted to the City of Polson on or before March 7, 2015. Contact Mark Shrive, Polson City Manager, 406-883-8203.
13. Thank-you from Lake CD for Flathead CD's sponsorship of the 2016 Winter Grazing Seminar. Over 160 ranchers, community members and land managers participated in the event.

FINANCIAL: The following bills were reviewed:

1. CenturyLink \$254.90
2. Flathead Basin Commission \$5,000.00
3. Flathead Lakers \$525.78
4. Philip H. Crissman \$625.00
5. Safeguard Business Systems \$249.59
6. VISA \$1266.59
7. Whitefish Legacy Partner \$971.30

Pete Woll made a motion "to approve the bills as presented." Dean Sirucek seconded. Motion carried unanimously.

PUBLIC COMMENT:

Tom Esch, attorney for the Landmark Land Road Use Association, spoke to the board regarding a complaint on Bear Creek, a tributary to Swan River. Mr. Esch stated that a landowner, Staloway, is dredging the wetland and stream. There are 5 excavators currently doing work and a commercial pump is pumping water. He stated he wanted to impress upon the board the magnitude of the project & the urgency the neighbors feel, as something needs to be done promptly. He asked the board to find out if this is within their jurisdiction.

Don Murray, attorney for Jay & Katherine Winslow, neighbors of the Staloway project also spoke to the board. He asked the board to decide if the project is affecting a perennial stream, if it is within the jurisdiction of the district, if it can be abated as a public nuisance, and if the activity be stopped and enjoined.

Board members explained the complaint process, reviewed some of the 310 history Mr. Staloway has with the district, and informed Mr. Esch & Mr. Murray that other agencies might need to be contacted. Don Murray stated he had contacted Todd Tillinger, Army Corps of Engineers (ACOE). Tom Esch stated landowners have water rights on the creek,



and they and the stream are being affected. Ronald Buentemeier noted the district has no jurisdiction over water rights.

Copies of the Adopted Rules were given to both attorneys. Flathead CD has received 3 complaints against Mr. Stalow.

NOXIOUS WEED WORKSHOP (NWW): Kima Caddell, MT. Dept. of Agriculture, informed the board she has taken the lead on the NWW. Kima stated this is the second year she has participated in the NWW. She explained event advertising, activities for both nights, and noted there is no pre-registration for the event. She said Flathead CD could have a table for brochures etc., but most of the items are covered. Kima expressed appreciation for the district's support of this type of event. Discussion held. The board asked Kima to report back to the district after the event.

310's

STALOWY, FL2016007C/FL2016008C/FL2016009C, Bear Creek, complaints: Discussion held. Pete Woll made a motion "to send the standard complaint letter to Mr. Stalow in regards to complaints #FL2016007C, FL2016008C, and FL2016009C." Dean Sirucek seconded. Motion carried unanimously.

WALLEN, FL2016005, Brown Creek, bridge: Discussion held. Pete Woll made a motion "to approve the application with modifications per Kenny Briedinger's and Pete Woll's team member report." Dean Sirucek seconded. Motion carried unanimously.

NEW BUSINESS

FLATHEAD LAND TRUST FUNDING REQUEST: Discussion held. Laura Katzman reported more funds have been received and that Mark Lorang would begin his work at the end of April. She also explained how the \$15,000 in funding would be used if the request was approved.

Pete Woll noted the Sliter's have property on Flathead River and have lost ground due to erosion. Pete stated settlement funds would be appropriate to use to mitigate.

Discussion held. Pete Woll made a motion "to approve \$15,000.00 for the North Shore Flathead Lake Erosion Control Project as requested, with half from settlement funds and half from watershed other." Dean Sirucek seconded. Motion carried unanimously.

FLOODPLAIN REGULATIONS: Dean Sirucek reported supervisors met with Mark Mussman, the new Flathead County Planner, regarding projects that could not be completed due to floodplain permitting issues.

Dean noted that a public meeting will be held next month regarding new floodplain regulations, and he suggested the board review the regulations and amendments, then draft comments for the March 9th public meeting.



Dean Sirucek also stated when new floodplain regulations are adopted, the district could contact several land owners about re-applying for a floodplain permit to see how they would progress under the new regulations.

Dean will get copies of the draft regulations to district board members.

ARC GIS LICENSE: Sarah Bowman submitted a quote for \$1500.00 to the board for an ArcGIS license to use for the TMDL work she is doing. Discussion held. Camisha Sawtelle made a motion “to approve purchasing the ArcGIS desktop basic use license in the amount of \$750.00, with the other half coming from SWCDM as promised.” Dean Sirucek seconded. Motion carried unanimously.

ENVIROTHON: Discussion held. John Ellis made a motion “to approve the request for MT Envirothon team sponsorship from Whitefish High School in the amount of \$2475.00.” Pete Woll seconded. Motion carried unanimously. *Camisha Sawtelle abstained from voting.*

FURNITURE & EQUIPMENT: Discussion held. Dean Sirucek made a motion “to donate equipment listed on the disposal request dated 2/22/2016 to the FVCC robot class.” Pete Woll seconded. Motion carried unanimously.

Pete Woll made a motion “to purchase cameras for the board and staff as needed using 310 administrative grant #CDA-16-1752 funds.” John Ellis seconded. Motion carried unanimously.

BUDGET: The January 2016 End of Month report was reviewed with the board. Discussion held. Pete Woll made a motion “to approve the January 2016 End of Month report as presented.” Camisha Sawtelle seconded. Motion carried unanimously.

PERSONNEL POLICY UPDATE: Discussion held. Camisha Sawtelle, Lori Curtis, Pete Woll Mark Siderius, and Valerie Kurth will work as a committee on job descriptions and the Personnel Policy.

Discussion held. Ronald Buentemeier made a motion “to add *40.0 Administrative Leave* to the Personnel Policy.” Pete Woll seconded. Motion carried unanimously.

40.0 Administrative Leave

This is leave which is authorized by the Resource Conservationist, Board member in charge of personnel, or the Board Chairman. This leave can be used for any circumstances which the above feel it is appropriate. It may be paid leave, unpaid leave, or adjustment of hours worked as mutually agreed.

PERSONNEL FILE CHEST: Discussion held. Camisha Sawtelle made a motion “to approve purchase of a Honeywell fire file chest for \$129.88.” John Ellis seconded. Motion carried unanimously.



CLARIFICATION OF BOARD MOTION REGARDING PERSONNEL: *Original motion made on 2/8/2016.* Discussion held. Ronald Buentemeier made a motion “that the clarification regarding Kari Musgrove’s resignation be adopted.” Camisha Sawtelle seconded. Motion carried unanimously.

CLARIFICATION is as follows: **PERSONNEL:** Discussion held. Ronald Buentemeier made a motion “the district has received a letter from Kari Musgrove notifying the district of her intent to resign as of 2/19/2016. It is the board’s decision to pay her for regular and holiday hours from February 8th through February 19th, 2016. In addition, she will be paid for any unused annual leave, sick leave, and compensatory time according to the Personnel Policy. Her health benefits will go through the time period they are paid for. Paperwork will be forwarded to Kari regarding the retirement plan. The board hereby accepts her resignation as of 2/8/2016.” Mark Siderius seconded. Motion carried unanimously.

REPORTS

RC REPORT: Valerie Kurth submitted the following report:

Cost-Share Program: I am updating the program for the 2016-17 application cycle. I am also contacting participants in the current cycle to make sure they are on track to complete their contract.

District Office

1. Inter-agency meeting 1/27/16.
2. Floodplain regulations draft revisions meeting 1/29/16.
3. Payroll shadowing 2/10/16.
4. Transition plan - Noxious weed workshop, Flood Awareness Day, Family Forestry Expo

Krause Creek

I discussed plans for project implementation with the consultant on 2/16/16. They are planning to meet with stakeholders and conduct field work during the week of March 21st. I will coordinate with one of the landowners to secure additional landowner permissions for access. The consultant’s deliverable will be a report that summarizes the main problems and proposes several possible alternatives. I suggested that whatever they propose for the lower part of the basin (where the down-cutting is severe) should also take the instability at the headwaters into careful consideration. Their report will be suitable to use as part of the application for a DNRC Renewable Resource Grant and Loan program construction grant, which is due May 15th. I plan to begin initiating work on the application in early March.

River Steward/River to Lake Initiative

1. River Steward meeting 2/3/16.
2. River to Lake Initiative outreach meeting on 2/17/15.

Sourcebook Curriculum Project: The Community of Resource Educators Watershed Education Committee (CORE WEC) partners met on 2/16/16 to discuss Phase V of the Sourcebook Curriculum project. We developed plans for continued teacher outreach and funding.



Watershed Restoration Planning/Big Sky Watershed Corps (BSWC): Sarah Bowman has been working to set up the framework for the watershed restoration plan (WRP). She has been researching information and making preliminary maps. The local stakeholder input meeting is Thursday, February 25, from 1:00 – 3:00 PM in the FWP large conference room. We invited a large group of representatives from agencies, municipalities, and non-profits, and we hope they will offer their perspectives on WRP scope and priorities.

Whitefish Lake Institute (WLI) – Preliminary Engineering Reports (PER)

Below is a progress report from WLI regarding the implementation of their community wastewater management plan.

LION MOUNTAIN PER

- The Whitefish County Water District sponsored both DNRC and TSEP grant applications.
- Carver Engineering conducted the Preliminary Engineering Report (PER)
- Carver is holding a Public Forum to discuss their results on Tuesday, 2/23 at the City of Whitefish from 7-9 PM
- Lion Mountain PER funders included:
 - o DNRC \$10K
 - o TSEP \$15K
 - o City of Whitefish \$35K
 - o Whitefish County Water District \$2K

EAST LAKESHORE PER

- The Whitefish County Water District is sponsoring both DNRC and TSEP grant applications for the East Lakeshore PER.
- The engineering firm selection process will take place in July
- Funders will be:
 - o DNRC RRGL Planning Grant \$10K to \$15K (application submitted)
 - o TSEP Planning Grant up to \$15K (application will be submitted as soon as first PER is signed-off)
 - o City of Whitefish \$25K (committed)
 - o
 - o Flathead Conservation District \$10K (to be formally requested)

FLATHEAD BASIN COMMISSION (FBC) REPORT: Dean Sirucek reported the January 27th meeting included discussion on an invitation to Burlington Northern Santa Fe (BNSF), Aquatic Invasive Species (AIS) update, FBC fiscal agent, Flathead Wastewater Regional Management Group, Columbia Falls Aluminum Company (CFAC), and monitoring report for south end of Swan Lake. The next meeting is April 20th.

FLATHEAD COUNTY PLANNING BOARD: Dean Sirucek reported the February 10th meeting included Lake Shore & Floodplain regulations; and a zoning change proposal, which went forward with a positive vote to the county commissioners.

MACD REPORT: Pete Woll reported today's call included discussion regarding MACD dues and Montana Department of Revenue discrepancies.



WHITEFISH CITY PLANNING BOARD: John Ellis reported the January 27th meeting included a request by Averill Family Limited Partnership for a conditional use permit to operate a bar in conjunction with an established lodging facility - approved.

FLATHEAD RIVER COMMISSION: Verdell Jackson reported the February 15th meeting included discussion on Flathead County floodplain regulations and advertising for the Bureau of Mines presentation.

HASKILL BASIN WATERSHED COUNCIL: Camisha Sawtelle reported the next meeting is March 9th.

SOURCEBOOK CURRICULUM PROJECT: Lori Curtis reported:

Project Status:

PHASE V ACTIVITIES

1) MEETING

- a. The Community of Resource Educators (CORE) Watershed Education Committee (WEC) met on 2/8 and agreed to a schedule for conducting Phase V work. The work to be completed is noted on page 2.

2) MILESTONE DATES

- a. Friday, May 6: Educator inputs due to Montana State University (MSU)
- b. Saturday, May 14 Teacher Workshop at the Flathead Lake Biological Station
- c. Late June Final draft completed by MSU
- d. Mid August Dissemination at NW Montana Educational Co-Op
- e. October 20/21 MEA-MFT Educators' Conference

3) BUDGET & FUNDRAISING

- a. Lex Blood committed \$1250 from The Sustainability Fund for the 50% up-front for MSU to start Phase V.
- b. Lori from Whitefish Lake Institute committed to apply for another Applied Material education grant and a 319 mini grant
- c. Teresa from FNF committed to work on applying for another Resources Advisory Committee grant
- d. The Flathead Conservation District has expressed interest in helping with Sourcebook reprinting
- e. Robin from the Flathead Lakers agreed to help write grants

PHASE V WORK TO BE ACCOMPLISHED

I. MSU previously agreed to do the following Phase V work:

- a. Disseminate, Implement & Evaluate the Flathead Watershed Sourcebook Curriculum Educators' Guide. The CORE group agreed the work should include:
 - 1. Accept suggestions and corrections from reviewers on the first draft and update it accordingly,



2. Communicate with teachers to be sure they are using the Guide, and if not, to encourage their participation. Also encourage teachers to let CORE staff observe or help with lessons,
3. Hold a final meeting with teachers to evaluate the effectiveness of their using the guide in classrooms, and update the Guide and lessons to reflect their experiential comments
4. Create the final print-ready Guide per CORE specifications.

II. The CORE Team agreed to the following Phase V work:

- a. Ensure the final phase of the project is done well and in a timely manner
 - i. Develop a Calendar for Phase V
 - ii. Leave this meeting with project work commitments from team members
- b. Develop a realistic budget for Phase V including
 - i. \$2500 MSU agreed to for their work
 - ii. The cost of MSU travel
 - iii. the cost of holding the final Educators' Workshop @ Flathead Lake Biological Station (FLBS)
 - iv. the cost of printing the final Guide
 - v. the cost of having a web content developer make the guide into an online version for posting
 - vi. the cost to have it posted on the Flathead CORE website, Flathead Watershed Sourcebook website, FCD website, and any other applicable sites
 - vii. the cost of office expenses (paper, ink, mailing, etc.)
 - viii. the cost of grant writing & administration fees
 - ix. the value of in kind contributions such as educator time, CORE WEC team time
 - x. the cost of Guide dissemination and teacher training workshops
 - xi. the cost of printing the second edition of the Flathead Watershed Sourcebook
- c. Put this budget into a *simple* working spreadsheet to manage the finances – Lori
- d. Raise funds to cover this new budget
- e. Encourage teachers who participated in the first workshop, other educators, and WEC members to review sections of the draft Guide or the entire Guide and provide comments to Rose no later than one week prior to the final workshop. Project coordinators will discuss with Rose/Michael the best use of Julie Cajune's review time to evaluate the Guide in relation to Confederated Salish Kootenai Tribe (CSKT) education goals and Indian Education for All. Robin will follow up with Julie.

CLARK FORK TASK FORCE: No report.



MATTERS OF THE BOARD/STAFF

- **INVESTMENT OF FUNDS INFORMATION**- this will be on the March 28th business meeting agenda
- **CANCELLATION OF MEDICAL INSURANCE:** Discussion held. Pete Woll made a motion “to have the Chairman sign the medical insurance Notice of Cancellation for the subscriber, Kari Musgrove, and forward to BCBS.” Dean Sirucek seconded. Motion carried unanimously.
- **CREDIT CARD:** Discussion held. Pete Woll made a motion “to remove Kari Musgrove’s name from the district credit card and reallocate the \$1500 to Valerie Kurth’s credit line.” Dean Sirucek seconded. Motion carried unanimously.
- **NRCS/FCD COOPERATIVE AGREEMENT** – this will be on the March 28th business meeting agenda

The next 310-meeting is scheduled for Monday, March 14, 2016, 7:00 P.M. in the conference room of the USDA building at 133 Interstate Lane, Kalispell, MT.

ADJOURNMENT: Dean Sirucek made a motion “to adjourn.” John Ellis seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 9:50 P.M.

Submitted By: Ginger Kauffman, Administrator

Minutes approved by FCD Board motion made on:

3/14/2016 Ronald Buentemeier Chairman
(Date) (Signature) (Title - Chairman, Vice-Chairman, etc.)

